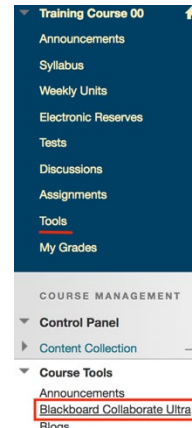


View Blackboard Collaborate Ultra Attendance Reports

Session reports provide an overview of when participants joined and left a session as well as how long they were present in the session on average.

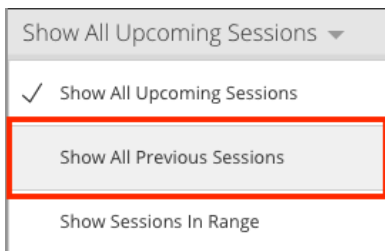
1. After your session, go to the **Control Panel** in your Blackboard course.




2. Select **Course Tools** and select **Blackboard Collaborate Ultra**.

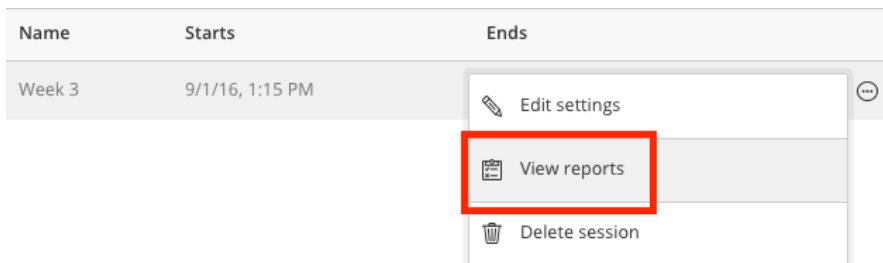
Note: You can also access Blackboard Collaborate Ultra from the Tools area on the Course Menu.

3. Click **Show All Upcoming Sessions** and choose **Show All Previous Sessions**.



Note: You can also search for sessions using a specific date range.

4. Click the *Sessions options menu*  next to the report you'd like to view and choose **View reports**.



5. Click the *View report icon*  next to the report to view it.

Note: If you used the session more than once, Blackboard creates a separate report for each one.

Date	Participants joined	Start time	End time	Session duration	Average time in session	
9/1/16	2	1:16:29 PM	1:28:05 PM	00:11:35	00:04:35	